

Carroll County Public Library
Board of Trustees Meeting
Headquarters
November 14, 2018
Minutes

1. Roll Call and Declaration of Quorum

Ms. Campanella attended Staff Day on November 12, and said it was nice to have the opportunity to see everyone under one roof.

Ms. Campanella called the meeting to order at 7:07 pm and declared there was a quorum present. She noted the agenda had been amended and includes a new item of a needed Board Resolution. The supplemental folder included Ms. Berstler's Director's Report and the October 2018 Financial Statement.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith	Joyce Muller
David Peloquin	Cynthia Piazza	Karen Soisson	

Staff Present:

Andrea Berstler	Tony Eckard	Bob Kuntz	Pam Kraemer
Concetta Pisano	Muffie Smith	Dorothy Stoltz	Stephanie Szymanski
Joe Thompson			

2. Minutes of October 24, 2018

Mr. Peloquin asked for a correction to the vote statement in item 10c of the October 24, 2018 minutes to change from Ms. to Mr. Peloquin.

Ms. Piazza moved to approve the Minutes of October 24, 2018 with the correction. Mr. Peloquin seconded. Approval was unanimous.

Ms. Campanella read the following statement: On October 24, 2018 the Board voted to close the meeting per the Maryland Open Meetings Law Section 508-10a to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:39 pm.

3. Financial Statement

Mr. Eckard reported on the Financial Statement ended October 30, 2018. The cash balance is at \$3 million. There is a new budget line for the Raymond James brokerage account, it has a zero balance at this time but the function of that account is for gifts of stock for Exploration Commons. So far, we have received 3 gifts of stock, the stock is transferred to Raymond James, then liquidated, the budget line is here in case of any balance. Revenues are \$75,000 ahead of budget on the strength of author events. Fines are \$1,300 behind budget, interest is above budget by \$4,000, and is currently making just under 1.6% on the cash balance. Expenditures reflect salary savings of \$48,000. Audit and bookkeeping is overspent but budget will catch up. Program presenter fees are overspent due to expenses for Day for Book Lovers. Computer Maintenance is overspent by \$70,000 due to the renewal of the Polaris maintenance contract that

was paid in October. Special Funds captures Polaris related Carroll Library Partnership activity, and invoices to our partners for their share, the activity resulted in \$34,000 in expenses. In grants loose ends are being tied up on the FY 18 MD eLearning grant. The notice for the FY 19 grant has not yet been received. The Skillsoft grant is for software we buy on behalf of the state for online learning for staff. Eldersburg and North Carroll had a good month of passport business. Since the end of October there has been an additional \$3,000 in contributions for Exploration Commons @ 50 East in honor of Lynn Wheeler's retirement. Also since the Commissioners' approved the use of the additional \$150,000 in fund balance from FY 18, the total towards the project is now approximately \$382,000. The balance of the Community Foundation is \$12,400, there was some loss in the market in October. Two gifts were received for the sculpture park in Ms. Wheeler's honor, one from the staff in the Technical Services department and from Deborah Wheeler a former Baltimore County Public Library staff member and co-worker of Ms. Wheeler's. The Board thanked Mr. Eckard for the report.

4. Correspondence and Announcements

There were no correspondence and announcements.

5. Citizens Times

No citizens were present.

6. Director's Report

Ms. Campanella welcomed Ms. Berstler, she said the Board is delighted to have her here, and look forward to working with her. A report was included in the packet from Ms. Wheeler, Ms. Berstler included a supplemental report. Ms. Berstler reported that she has been taking every opportunity to meet community members. Ms. Wheeler was wonderful taking her around to meet stakeholders and partners. Staff members have also been introducing Ms. Berstler to many community members. Today Ms. Berstler met with Ted Zaleski, the Director of Management and Budget, he also had names of people for her to meet. She said she is excited about the warm welcome she has been receiving. Mr. Thompson has arranged for Ms. Berstler to visit the Mt. Airy and Taneytown branches since she did not see them during the interview process. After Thanksgiving she will go back to visit the other branches and have face to face meetings with the branch managers to start the line of communications. Ms. Piazza said there are many networking opportunities. Ms. Berstler said the Chamber is expecting a meeting, as well as the Historical Society, the Tech Council, and McDaniel College.

7a. EC50E Update

Mr. Kuntz presented information on the latest plans for EC50E. The architects have moved into the drawing phase. Mr. Kuntz shared copies of their latest plan and a copy of changes that we would like made to that plan. Some concerns include moving the elevator to work around a window that would cause moving the internet computers on the branch floor, the loss of branch storage space, and removal of a glass wall between the makerspace and kitchen. Mr. Kuntz's proposed changes would move the elevator back, add a locker area for coats and projects, combine the mechanical and electrical rooms to make space for branch storage, and add an adult changing table to the family restroom as suggested by Change, Inc. Another change is to make one of the kitchen areas totally ADA for people in wheelchairs and children. The architect is

very knowledgeable especially on building codes, they are taking the staff ideas and trying to make them work, they have been very responsive. County facilities and building construction are attending the meetings and are on board with the proposed plans. Ms. Berstler sat in on this meeting and noted she was very impressed with the County staff. Ms. Campanella asked if the work in the lower level would disrupt service in the branch. Mr. Kuntz said there is not a lot of demolition so hopefully it will not cause much interruption. The next meeting with the architect is November 26.

7b. Annual CML/Trustees

Mr. Thompson reported on the Annual Citizens for Maryland Library (CML)/Trustees meeting that was held on November 3 in New Carrollton. Mr. Thompson and Jen Bishop attended from Carroll. Ms. Bishop presented on the Union Mills augmented reality exhibit. Board members received a copy of *The Citizen* newsletter, edited by Lynn Wheeler with layout done by Director of Communications, Lisa Picker. Ms. Wheeler will continue to be the editor for the next year, as well as serve as secretary. *The Citizen* featured articles on the 2018 James Partridge Award winner Loretta Parham, the MACO annual conference, LBPH's 50th anniversary, Mary Lou Dewey grant applications, the opening of Washington County's Hancock branch, and the announcement of Ms. Berstler as CCPL Executive Director. The conference speakers this year were Miguel A. Figueroa from the Center for the Future of Libraries and Beth Nawalinski from ALA's United for Libraries. Mr. Figueroa's writings are being shared with senior supervisory staff. Ms. Muller suggested writing an application for the Mary Lou Dewey grant award and wondered if there is a particular project related to advocacy we could use. Everyone agreed it is worth pursuing, Ms. Muller offered to write the application. The Board thanked Mr. Thompson for the report.

7c. State of Digital Collection

Materials Manager, Concetta Pisano presented information on current publisher activity around library use of ebooks. There has been a recent decision made by a publisher that will affect how libraries are going to have access to this publisher's ebooks. CCPL's first foray in purchasing ebooks and e-audio books started in 2004 when the statewide consortium was created and we spent \$4,720 on content. Circulation started in 2005. In FY 19 we will spend \$43,558 on content, an increase of 823%. In FY 18, 55% of CCPL's circulation was physical books, 27% non-print and 5% was digital media. As much as digital circulation is growing it's still a small percentage of overall circulation. When we started circulating digital content in 2005 publishers did not want to give libraries access to ebooks, they were willing with e-audio. In 2011 – 2012 they started giving some access but, Hachette for instance, priced ebooks 3 times the price of a print copy for 1 year of access. Some publishers allow 26 circulations before a library has to rebuy the ebook. It was a hard fought battle and the American Library Association was at the forefront of the battle working to get the access. This July, Tor Books an imprint of MacMillan, decided to embargo their newest ebook titles to libraries for 4 months after publication. Also Penguin Random House announced they would no longer provide continuous access to ebooks but will lower the price from \$65 to \$55 each for 2 years of access. MacMillan is supposed to be part of a research study designed to find the long term effects of library ebook use on author recognition, branding and publisher bottom line. ALA has asked Tor to wait on the embargo until this study is complete. Now that it is November Tor is releasing titles to libraries for purchase. Ms. Pisano spoke to Brian Heller from MacMillan about ebooks, it was clear he did not have a clear understanding about how ebooks work in libraries, he asked about pricing, the

metered access of which each publisher has a different model and access to front list titles. This was a very hard won fight for libraries to get access to ebooks and to lose that would be very difficult for the statewide consortium and libraries across the country. We are concerned that there could be a snowball effect from publishers. Ms. Pisano said that libraries cannot fall asleep on this issue. It was a hard fought battle to get the access and our ebook customers are very vocal and they want to understand how the process works. Our current vendors for ebook content are Overdrive and Hoopla. The Board thanked Ms. Pisano for the report.

Mr. Thompson introduced Pam Kraemer, LA Associate – Adult at Taneytown who was in attendance representing the Staff Association.

8a. Preliminary FY 20 Operating Budget

Mr. Eckard presented the preliminary FY 20 operating budget. The budget office requires a work paper be submitted that reflects changes in our proposed FY 20 budget from the current FY 19 budget. In revenues, the County plans a 3% increase, which equals \$270,000 and we plan on State Aid to increase by \$38,000. State Aid is predicated on State legislative action in the upcoming session. Fines continue to trend downward, interest is increasing some. Mr. Bates' suggestion to up book sale prices aka the Bill Bates effect, allows for a revenue increase for 4 branches: Eldersburg, Westminster, Mt. Airy, and North Carroll. Mr. Eckard noted that in December there will be a budget adjustment made to the FY 19 budget to reflect the increased carryover of \$150,000 that will go to Exploration Commons. In expenditures the 3% increase to salaries will increase that budget line by \$234,000, this includes associated payroll taxes. The State Aid increase \$38,000 will go to the materials budget. The remaining \$40,000 will be used to take pressure off some budget lines. This includes the parking reimbursement for the staff at the Westminster branch. That branch is the only one where staff have to pay to park. Ms. Muller asked if that includes staff who will work in Exploration Commons? Mr. Eckard said it does not. There was discussion about parking in Westminster and the library being an anchor of Main Street. At one time library staff were the City's best parking customers. We spend approximately \$7,000 annually, about half of the staff park in the lot and half in the garage. Since the library is an anchor Board members suggested talking to the City about a discount. Ms. Berstler said every city library faces these issues and there is an economic advantage to having the library downtown. Also in expenses Mr. Peloquin noted the increase to retirement. Mr. Eckard said it is what CCPL pays for non-librarian full time staff, it is based on salary, a 3% increase is planned but on average it increases more than 3% each year. Mileage reimbursement is decreased because our facilities manager will start using the old passenger van to travel to the branches every day instead of his truck. The County agreed to allow us to keep this van when the new passenger van was put into service, but they will not replace it if something happens to it. Our only new expense is to cover the insurance for the vehicle. Meeting expense will go up, as will professional fees which are driven by the need to hire expert advice on the 403b retirement plan and HR needs legal assistance to properly implement the Safe and Sick Leave Act. Telephone costs are going down, copier rent and computer maintenance will go up, we are saving \$3,000 on vehicle maintenance, publicity supplies for communications and sponsorships will go up. Book and other material purchases will increase by \$38,000. No action was required, the Board will be asked to approve the budget request at the December meeting.

8b. State Tax Credit Agreement and Board Resolution

Mr. Eckard presented the last part of the State Tax Credit Agreement that we applied for through the Dept. of Housing and Community development. We are approved for \$30,000 in tax credits to support EC50E for donations made in 2019 and 2020. This will require raising \$60,000 in donations. We have had past experience with the sculpture park projects. The State is requiring that we update the corporate resolution that was approved in June and signed by Ms. Campanella and Ms. Wheeler to now include Ms. Berstler. There was discussion on how the credits will be sold, generally it is a first come first serve basis. The credits are given in \$500 increments, a person has to donate \$1,000 to receive \$500 in State tax credits.

Ms. Muller moved to finalize the agreements for the State Tax Credits and update the resolution. Mr. Bates seconded. Approval was unanimous.

With no other business, Ms. Campanella asked for a vote to adjourn the meeting.

9. Adjournment

Ms. Piazza moved to adjourn the meeting. Ms. Griffith seconded. Approval was unanimous.

The meeting adjourned at 8:44 pm

Kathleen Campanella
President